

MESSAGE BUSINESS (UNLISTED) LINES

1. The total number of Message Business (unlisted) lines for the billing period ending 24 February 1954, was one hundred sixteen (116). The total service cost was nine hundred fifty six dollars (\$956.00) while the total toll charges (local suburban and long distance) amounted to two thousand one hundred ninety one dollars (\$2191.00).

2. MB (unlisted) lines are similar to home telephones excepting that they are not listed in any telephone directory. They are set-up for a specific purpose involving cover to personnel or installations. An analysis of the invoices pertaining to unlisted telephones indicates that no serious misuse of such telephones exists. Further, Administrative Officers do certify as to the correctness of toll charges itemized against MB telephones.

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*Deposited into  
How much cash*

147  
35  
735  
441  
574.500

Agency Telephone Calls

An analysis of monthly Agency telephone bills revealed that approximately 147,000 local phone calls are made each month, as well as a considerable number of suburban toll calls. The analysis also revealed a number of long distance calls not put through the Agency switchboard. There is no doubt that a considerable number of these calls are of a personal nature and should be eliminated. The Logistics Office has been requested to prepare an Agency Notice on telephone procedure and to institute an educational program consisting of talks and meetings with supervisors and Agency personnel, posters, installation of additional pay stations, and other methods to correct this situation. If this educational program does not reduce telephone traffic, more drastic measures will be considered and instituted.

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